

Executive Officer II (Ref: 2600150)
Department of Special Education and Counselling

The appointee will be responsible for providing comprehensive administrative and executive support to the Department Head and the Department's governance structure, as well as administrative support to undergraduate and postgraduate programmes, including student enrolment, programme promotion, timetabling, internship, and general programme operations. Duties include serving as Secretary to departmental committees; overseeing departmental resources including budget monitoring, financial reporting, and staffing coordination; providing executive support to the Head of Department by drafting high-level correspondence and vetting documents; assisting the Department in strategic planning of programmes; mentoring junior ranked staff; liaising with programme management personnel, departments, central administrative offices and external bodies; discreet handling of confidential documents and carrying out daily office administration and performing any other duties as assigned.

Applicants should have a Bachelor's Degree with several years of relevant post-qualification working experience. They should also have high proficiency in both English and Chinese (Cantonese and Putonghua), and excellent interpersonal and organization skills; be self-motivated, capable of working independently and multitasking, and willing to accept new challenges. Experience in programme planning and administration in tertiary education institutions will be an advantage.

For information of the Department, please visit this website: <http://www.eduhk.hk/sec>.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **16 March 2026**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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